

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME LIBRARY/COMPUTER ROOM INSTRUCTOR

1. JOB TITLE: PART-TIME LIBRARY/COMPUTER ROOM INSTRUCTOR

- 2. DEFINITION:** The Library/Computer Room Instructor is responsible for implementing, executing, teaching and monitoring activities and programs for all ages in the library and computer room area of the community center. The part-time Library/Computer Room Instructor is under the direction of the Program Coordinator or Assistant Program Coordinator or assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, random, post-accident, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates telephones, copy machines, fax machines, computers, audio/visual equipment and arts and crafts tools.
- b. The employee works mainly indoors at the assigned community center. All City facilities are smoke free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Helps organize, promote, teach, conduct and evaluate a variety of recreational and educational activities within a well-rounded and comprehensive program such as literacy programs, storytelling, book clubs and teaching computer skills.
- b. Ensures reference books, magazines, newspapers and other resource materials are kept current and up-to-date.
- c. Enforces the rules and regulations of the center for the safety and welfare of the staff and participants.
- d. Participates in assigned activities scheduled for the public.
- e. Accurately maintains participation/attendance numbers, and other records as requested.
- f. Keeps the supervisor informed of any problems arising with participants, activities, and the assigned facility.
- g. Complies with departmental rules, including rules on attire, and aids in the development of operational and procedural policies.
- h. Keeps the library and computer room areas and equipment neat and orderly.
- i. Assists in maintaining inventory, cataloging and ordering library books, magazines and other resources.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Assists and/or rotates with other programs and activities within the department at various sites throughout the city.
- b. Answers the telephone and takes messages.

- c. Attends staff meetings as required.
- d. Helps keep the library and computer areas neat and orderly.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be 18 years of age or older.
- b. Must pass pre-employment drug/alcohol screen.
- c. Must have legal authorization to work in the United States.
- d. Graduation from an accredited high school or its equivalent.
- e. Educational background and experience in recreation, library science or like field is preferred.
- f. Ability to act in a professional manner at all times with the public.
- g. Ability to act as a role model for the youth of the community.
- h. Knowledge of and experience using computers required.
- i. Ability to work flexible hours with some weekend and holiday work required.
- j. Ability to monitor assigned areas and meet, deal with and supervise the public (all ages).
- k. Ability to remain calm under stress and in emergencies.
- l. Ability to express ideas and directions clearly, concisely, and convincingly.
- m. Ability to communicate effectively both orally and in writing and ability to follow directions.
- n. Work is performed typically standing, walking, bending, stooping and lifting light objects.
- o. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- p. Ability to establish and maintain an effective working relationship with the public and other employees.
- q. Ability to perform the duties of the job for an entire workday.
- r. Ability to concentrate and accomplish tasks despite interruptions.

Non-Exempt
Safety Sensitive
07/11/03